



Master of Science in Nutrition and Dietetics  
Coordinated Program

Program Handbook

&

Policy and Procedure Manual

**2023-2024**

**Southern Illinois University Edwardsville**  
**MS in Nutrition and Dietetics Coordinated Program**  
**Program Guide & Policy and Procedure Manual**

*Disclaimer: Please be sure that you are viewing the most current version of this Program Handbook and Policy and Procedure Manual prior to use. The most current version is available under Student Resources on the department website.*

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# **Program Guide**

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<p><b>1. Overview of the Program</b></p> <p>The Master of Science in Nutrition and Dietetics Coordinated Program at Southern Illinois University Edwardsville is designed for students who wish to earn a master's degree while gaining eligibility to become a registered dietitian and pursue careers as entry-level dietitians. The program combines graduate-level coursework in nutrition with the clinical curriculum and supervised practice that allows graduates to sit for the Commission on Dietetics Registration examination for Registered Dietitians. This program is also ideal for those students who have earned a BS degree in another field, but are now interested in becoming a Registered Dietitian or those who graduated with a BS in nutrition and were not matched for a Dietetic Internship. Students graduating with a MS degree and passing the RD exam can pursue careers in clinical dietetics, community and public health, consulting-private practice, food and nutrition business industry, food service, food management, research and education, sports and wellness nutrition, or corporate wellness.</p>
<p><b>2. Accreditation Status</b></p> <p>The Master of Science in Nutrition and Dietetics Coordinated Program at Southern Illinois University Edwardsville is conditionally accredited by ACEND, a specialized accrediting body recognized by the Council on Post-Secondary Education and the U.S. Department of Education (Academy of Nutrition and Dietetics/120 South Riverside Plaza, Suite 2190/Chicago, IL 60606-6995/1800.877.1600).</p>
<p><b>3. Requirements for Becoming a Registered Dietitian</b></p> <p>The program is carefully designed to provide both the didactic coursework as well as a minimum 1000 hours of supervised practice experience in clinical, community, food service management, and sports nutrition. Upon completion of the program, graduates are eligible to sit for the registration examination for dietitians offered through the Commission on Dietetics Registration (CDR). Successful completion of the RD exam is a prerequisite for licensure or certification in most states.</p> <p>For more information, please refer to the following websites:</p> <ul style="list-style-type: none"><li>• Academic Preparation through a Coordinated Program: <a href="https://www.eatrightpro.org/acend/accredited-programs/coordinated-programs-in-dietetics">https://www.eatrightpro.org/acend/accredited-programs/coordinated-programs-in-dietetics</a></li><li>• Career Opportunities and CDR Credentialing (RD Exam): <a href="https://www.cdrnet.org/certifications/registered-dietitian-rd-certification">https://www.cdrnet.org/certifications/registered-dietitian-rd-certification</a></li><li>• Licensure requirements vary by state. For more information about licensure, please visit: <a href="https://www.cdrnet.org/state-licensure">https://www.cdrnet.org/state-licensure</a>.</li></ul>
<p><b>4. Program Concentration</b></p> <p>Faculty members within the Nutrition program hold degrees in Nutrition and Fitness and Exercise Physiology. Further, the Department of Applied Health has a rich graduate program in Exercise Physiology. Lastly, opportunities to work with athletes – amateur and professional – are abundant at SIUE and in the greater St. Louis area. Given the plethora of sports-minded groups and activities available on our campus and in our community as well as the academic support available within the Department of Applied Health, a concentration in sports nutrition was chosen as a natural and logical fit for our program.</p>

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Our Sports Nutrition Concentration competencies cover topics that relate to healthy adults and children who are active at all levels (novice to professional) as well as children and adults with special needs who are active at all levels. Specific knowledge in sports nutrition as well as exercise physiology will help students to be able to recognize specific needs of athletes, such as specific hydration needs, timing and composition of meals based on the particular point in training, and weight-management for performance. All students will complete affiliated courses and supervised practice hours in exercise physiology and exercise and sports nutrition to build competence as entry level sports registered dietitians.

**5. Program Curriculum and Course Descriptions**

Sample Curriculum Plan

YR	FALL		SPRING		SUMMER	
1	NUTR 505 Intro to Prof Practice	1	NUTR 507P Int to Nut Care SP	1	NUTR 512 Med Nutrition Thpy 2	3
	NUTR 507 Intro to Nutrition Care	3	NUTR 511 Med Nutrition Therapy 1	3	NUTR 511P Med Nutr Therapy 1 SP	3
	NUTR 510 Adv Food Serv Mgmt	3	NUTR 513 Adv. Sport & Exer Nutr	3	NUTR 512P Med Nutr Thpy 2 SP	3
	NUTR 510P Adv Food Serv Mgmt SP	1	NUTR 521 Community Nutrition	3	KIN elective	<u>3</u>
	KIN 509 Research Methods	3	NUTR 521P Comm Nutrition 1 SP	2		
	KIN 512 Adv. Ex Physiology	<u>3</u>	NUTR 522P Comm Nutrition 2 SP	<u>1</u>		
		14		13		12
2	NUTR 508 Nutrition Entrepreneur	2	NUTR 532P Adv Nutr Practicum 2	8		
	NUTR 531P Adv Nutr Pract 1	<u>8</u>	NUTR 535 Nutrition Seminar	<u>3</u>		
		10		11		

**Course Descriptions**

Core Classes	Numb	Course Name	Hrs	Catalog Description (25 words or less)
NUTR	505	Intro to Prof Practice	1	Lectures and discussion to improve readiness of students to work independently in the development of professional practice skills in dietetics.
NUTR	507	Intro to Nutrition Care	3	Introduction to the professional practice of dietetics. Using nutrition care process as a framework, students learn how to provide nutrition services to patients.
NUTR	507P	Introduction to Nutrition Care Supervised Practice	1	Using nutrition care process as a framework, students learn how to provide nutrition services to patients at area clinical sites

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NUTR	508	Nutrition Entrepreneur	2	This course applies business principles and entrepreneurship to the nutrition profession.
KIN	509	Research Methods in Kinesiology	3	Prepare students to read, understand, and evaluate research.
NUTR	510	Advanced Food Service Management	3	Students will apply management and systems theory to roles relevant to dietetics, with an emphasis on foodservice organizations.
NUTR	510P	Advanced Food Service Management Supervised Practice	1	Food Service management skills are developed through fieldwork and projects. Students also plan, prepare, and serve a meal to a community group.
NUTR	511	Medical Nutrition Therapy 1	2	Pathology, treatment and nutritional therapy of chronic and acute diseases. Incorporates principles of nutrition assessment, diet prescription, care plans, and documentation.
NUTR	511P	Medical Nutrition Therapy 1 Supervised Practice	3	The clinical application of nutrition care to those with nutrition-related diagnoses and conditions discussed in NUTR 511.
NUTR	512	Medical Nutrition Therapy 2	2	Study of the biochemical and physiological basis for nutrition care in treating disease. This is the second semester of a two-semester course.
NUTR	512P	Medical Nutrition Therapy 2 Supervised Practice	3	The clinical application of nutrition care to those with nutrition-related diagnoses and conditions discussed in NUTR 512.
NUTR	521	Community Nutrition	3	Study of community nutrition needs and problems. The goals, organization, and history of selected government and private programs are investigated.
NUTR	521P	Community Nutrition 1 Supervised Practice	2	Provides supervised practice in community nutrition at area agencies, organizations, and programs.
NUTR	522P	Community Nutrition 2 Supervised Practice	1	Students develop, implement, and evaluate a community nutrition intervention.
NUTR	531P	Advanced Nutrition Practicum 1	8	First part of a two course sequence. Provides advanced supervised practice experiences in all areas of dietetics. Consists of 24 supervised practice hours/week.
NUTR	532P	Advanced Nutrition Practicum 2	8	Second part of a two course sequence. Provides advanced supervised practice experiences in all areas of dietetics. Consists of 24 supervised practice hours/week.
NUTR	535	Nutrition Seminar	2	Seminar format. Students review/critique research and practically apply their knowledge. Students will have opportunity to gain hands-on practice with the credentialing examination for dietetics.

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List of Specialization Courses

NUTR	513	Advanced Sport and Exercise Nutrition	3	Exploration, analysis, and application of evidence-based nutrition information to sports and exercise.
KIN	512	Advanced Exercise Physiology	3	Discussion and application of the physiological and metabolic effects that occur at rest and during exercise in humans.
KIN	513	Clinical Exercise Physiology	3	Review of evaluations, mechanisms and adaptation by which exercise prevents and treats chronic diseases.
KIN	516	Advanced Cardiovascular and Respiratory Physiology	3	Discussion and application of the cardiovascular and respiratory physiological effects that occur at rest and during exercise in humans. Includes interpretation of electrocardiograms (ECG).
KIN	517	Pathophysiology and Treatments of Obesity	3	Provides in-depth content of the etiology, pathophysiology, prevention and treatments for obesity in adults and children.
KIN	518	Exercise Endocrinology	3	Provides content on the cellular and systems physiology of the neuro-endocrine system, as well as presents research-based findings of how exercise alters neuro-endocrine function.



# **Policies and Procedures**

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<b>Subject</b>	Mission Statement, Program Goals, and Outcome Measures	<b>No.</b>	<b>1</b>
<b>Prior Issue Date</b>	6/2018, 6/2022	<b>Issue Date</b>	12/2022
<p><b>Program Mission</b></p> <p>The mission of the Master of Science in Nutrition and Dietetics Coordinated Program at SIUE is:</p> <ul style="list-style-type: none"> <li>● To prepare competent entry-level registered dietitian nutritionists for careers in a variety of health care settings, including sports nutrition, clinical, community, research, business, and food service, who will work towards improving the health of society through optimal nutrition practices.</li> <li>● To produce graduates with critical thinking and problem-solving skills, who stay abreast of knowledge to provide effective evidence-based nutrition care and theory-based nutrition education</li> <li>● To embrace the ideals of the Academy of Nutrition and Dietetics IDEA Action Plan, particularly fostering a culture of respect, inclusion, equity, and access and implementing methods to address bias and discrimination.</li> </ul> <p><b>Program Goals</b></p> <p><b>GOAL 1:</b> The program will prepare graduates for successful completion of the Commission on Dietetic Registration credentialing exam for dietitians.</p> <ul style="list-style-type: none"> <li>● Obj 1: At least 80% of students complete program requirements within three years (150% of the program length).</li> <li>● Obj 2: At least 80% of program graduates CDR credentialing exam for dietitian nutritionists within 12 months of program completion</li> <li>● Obj 3: The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.</li> <li>● Obj 4: At least 80% of program graduates will indicate they strongly agree or agree they felt adequately prepared for the CDR credentialing exam for dietitian nutritionists</li> </ul> <p><b>GOAL 2:</b> The program will prepare competent entry-level practitioners to provide evidence-based nutrition services to individuals and groups in a variety of practice settings.</p> <ul style="list-style-type: none"> <li>● Obj 1: Students will maintain a grade of B or better in all dietetics courses and a grade of C or better in all support (Exercise Physiology) courses</li> <li>● Obj 2: Students will maintain a minimum GPA of 3.0</li> <li>● Obj 3: Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation</li> <li>● Obj 4: Over a three-year period, 80% of preceptor respondents will rank the quality of students from SIUE as above average</li> <li>● Obj 5: Over a three-year period, employers will agree or strongly agree that 80% of graduates are “well prepared” for entry-level employment.</li> <li>● Obj 6: Over a three-year period, alumni respondents working in dietetics or related fields will collectively identify three different practice areas as primary job settings.</li> <li>● Obj 7: At least 80% of graduates will report that they understand the IDEA Action Plan and recognize the program’s commitment and promotion of IDEA.</li> </ul>			

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<b>Subject</b>	MS Coordinated Program Admission		<b>No.</b>	<b>2</b>
<b>Prior Issue Date</b>	6/2018	<b>Issue Date</b>	6/2023	
<p><b>POLICY:</b>  The MS Coordinated Program at SIUE follows nondiscriminatory, fair and equal procedures related to the recruitment, selection and admission processes as endorsed by the Higher Learning Commission (SIUE’s accrediting body). We will seek to recruit cohorts who are diverse across gender and ethnicity.</p> <p><b>PROCEDURE:</b>  Information about the MS Coordinated Program in Nutrition and Dietetics at SIUE is available on SIUE’s website at [future web address will be listed here].  Students must apply through SIUE’s Graduate School website at <a href="https://www.siu.edu/graduate-admissions/">https://www.siu.edu/graduate-admissions/</a>. The fee for application is \$40. International applicants can find additional information about applying to SIUE at <a href="https://www.siu.edu/graduate-admissions/">https://www.siu.edu/graduate-admissions/</a>.  The selection process for admission to the MS Coordinated Program is as follows:  Initial Screening Criteria</p> <ul style="list-style-type: none"> <li>• Application completeness</li> <li>• Cumulative Grade Point Average of 3.0</li> <li>• Completion of prerequisite coursework</li> <li>• Submission of additional documents <ul style="list-style-type: none"> <li>○ Personal Statement</li> <li>○ Resume showing work/volunteer experience and extracurricular activities</li> <li>○ Two letters of recommendation</li> </ul> </li> </ul> <p>All applications will be reviewed by program faculty.  Qualified applicants will be invited for a virtual interview with program faculty.</p>				

<b>Subject</b>	Program Tuition and Financial Responsibility		<b>No.</b>	<b>3</b>						
<b>Prior Issue Date</b>	1/2019, 6/2021	<b>Issue Date</b>	6/2022							
<p><b>POLICY:</b>  SIUE’s MS Coordinated Program students are responsible for tuition and fees, and all personal and professional expenses generated during the program.</p> <p><b>PROCEDURE:</b>  The following expenses will be covered by students in the program</p> <ul style="list-style-type: none"> <li>• Non-refundable application fee: \$40.00</li> <li>• Tuition &amp; Fees (includes textbooks): Approximately \$459/credit hour (Fall 2022 rates)</li> <li>• Other expenses and approximate costs:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Expense</th> <th style="width: 50%;">Explanation</th> <th style="width: 25%;">Approximate Cost</th> </tr> </thead> <tbody> <tr> <td>Housing</td> <td>Students should reside within a reasonable distance of SIUE. All classes will be held on campus</td> <td>~ \$400-500 per month</td> </tr> </tbody> </table>					Expense	Explanation	Approximate Cost	Housing	Students should reside within a reasonable distance of SIUE. All classes will be held on campus	~ \$400-500 per month
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	at SIUE; Supervised Practice experience sites will be within approximately 100 miles of the SIUE campus.	
Compliance Tracking	Students' compliance documents (e.g. vaccination records, proof of insurance) are screened and compiled through an outside agency.	\$160
Health Examinations and Tests	Students are required to obtain a complete physical examination, TB test, MMR, Diphtheria, Tetanus, pertussis vaccines, Hepatitis B vaccine series and titer, Rubeola Titer, Mumps Titer, Rubella Titer, Varicella Titer, and annual flu shot. Additional testing may be required by rotation facilities. The student is responsible for the cost of the health examination and all related tests.	Variable
National Criminal background check(s)	Required for full acceptance into the MS Coordinated Program. Additional checks may be required by Supervised Practice sites (may have to repeat for different practice sites based on their rules).	~ \$15 per check (included with Compliance tracker)
Drug Screens	A 10-panel drug screen is required for full acceptance to the MS Coordinated Program. The cost is the responsibility of the student. Additional drug screens may be required by Supervised Practice sites (may have to repeat for different practice sites based on their rules) and students are responsible for all costs of additional testing.	~ \$80
Travel	Travel to Supervised Practice sites and class – car, gas, and insurance.	Variable
Medical Insurance	Medical insurance is required until the MS Coordinated Program is completed. Students maintain full-time student status at SIUE throughout the program.	Variable
Professional liability insurance	Required for full acceptance into the MS Coordinated Program.	Covered by University Policy
Uniform/lab coat	Students are required to wear and maintain a clean, professional lab coat at specific facilities.	\$30
Name Badge	Students are required to wear their SIUE MS Coordinated Program name badge at their Supervised Practice sites and Program-related activities.	\$10
AND membership <b>(Student membership is required)</b>	Students are expected to have proof of membership at least 10 days before the start of the program and maintain membership via renewal process until the program is completed. Student membership includes free access to educational and training materials, reduced	\$58 per year

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	registration fees for professional meetings, and monthly professional journal.	
AND-STL membership	Membership in the St. Louis Area affiliate of the Academy of Nutrition and Dietetics (AND) is encouraged, but not required. Given proximity to St. Louis, membership to AND STL is recommended over the Illinois Capital Area district.	\$11
Professional Meeting Attendance	Attendance at the National meeting of the Academy (FNCE) is recommended, particularly for second year students. The 2023 meeting will be in Denver, CO. Registration Transportation Lodging Food Attendance at the Illinois Spring Assembly meeting is also recommended, particularly for first year students. The 2024 meeting will be held in Springfield, IL. Registration	~\$150 Varies (~\$400) Varies (~\$500) ~\$150  ~\$50
Registration Examination Fee	Completion of the MS Coordinated Program and receipt of the Verification Statement makes students eligible to sit for the Registration Examination for Dietitians.	\$200 (2023 fee)

- Proof of physical examination, immunizations, vaccines, and related tests must be submitted to CP director **at least 10 business days prior to the first day of the fall semester.**
- Medical Insurance is required. The company name and policy number for each student will be kept on file with the CP director. **This information needs to be submitted at least 10 business days prior to the first day of the fall semester and updated as necessary.**
- Automobile Insurance that complies with the State of Illinois regulations is required. The company name and policy number for each student will be kept on file with the CP director. **This information needs to be submitted at least 10 business days prior to the first day of the fall semester and updated as necessary.**
- Student membership with the Academy of Nutrition and Dietetics (AND) is required. **Proof of membership needs to be submitted at least 10 business days prior to the first day of the fall semester and updated as necessary.**
- Professional Liability Insurance must be carried throughout the entire program. Students enrolled and performing in unpaid internships for which they receive course credit have coverage under the University’s Self-Insurance Program.
- Post-degree expenses include registration examination fees.
- Financial assistance may be available for student through the Academy of Nutrition and Dietetics Foundation scholarship program. Further information is available at <https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>.

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<b>Subject</b>	Insurance Requirements		<b>No.</b>	<b>4</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022	
<p><b>POLICY:</b> All students must provide evidence of up-to-date automobile and health insurance. Students professional liability insurance is provided via university policy.</p> <p><b>PROCEDURE:</b>  Students must submit copies of insurance cards and/or contracts for all necessary insurance (auto, health) to CP director at least 10 business days prior to the first day of the fall semester. Insurance information must be updated as necessary. Documentation must be on file with the CP director in order for students to be allowed into Supervised Practice sites.</p>				

<b>Subject</b>	Prior Learning		<b>No.</b>	<b>5</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019	
<p><b>POLICY:</b>  The SIUE MS Coordinated Program does not allow exemption from any Supervised Practice experience, hours, or assignments because of prior education courses or experiences.</p>				

<b>Subject</b>	Supervised Practice		<b>No.</b>	<b>6</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019	
<p><b>POLICY:</b> Students will achieve at or above minimum requirements for all Supervised Practice experiences and associated assignments, all designed so that students can meet the required Core Knowledge and Competencies for the RD credential as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and demonstrate entry-level competence.</p> <p><b>PROCEDURE:</b>  Students must complete all assignments for every Supervised Practice experience at or above the level of 80% which is considered entry-level competence. If the student does not perform at the defined and expected level of competency, experiences may be extended or repeated (See Policy #16 – Unsatisfactory Performance). The highest grade that the student can receive on a resubmitted assignment is 80%. Students should take advantage of related experiences offered at the Supervised Practice sites that would enhance their achievement of competence.</p>				

<b>Subject</b>	Supervised Practice – Preceptor Orientation and Training		<b>No.</b>	<b>7</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022	
<p><b>POLICY:</b> Primary preceptors for each Supervised Practice experience will have an orientation to the Program with an emphasis on the Supervised Practice objectives and professional competencies specific to the supervised practice experience s/he provides. Training is provided at least annually.</p> <p><b>PROCEDURE:</b></p>				

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1. The CP Director and/or qualified faculty designee provides an orientation for the primary preceptor from each SP site annually.
2. For each new site that completes an affiliation agreement and receives a student after the annual orientation, the CP Director and/or qualified faculty designee visits the site and completes the preceptor orientation in person.
3. On-going training is conducted via a conference call conducted prior to the start of the SP to review new or revised assignments, requirements, evaluation forms, and anything else related to the SP that is new. If a preceptor is unable to participate in the conference call, the CP director calls the preceptor individually at a mutually agreed upon time or contacts the preceptor by email if there are no substantive changes.
4. The SIUE CP Policies and Procedures Manual is provided for each SP site annually. The Program mission, goals, and objectives are included in the Policies and Procedures Manual.
5. The purpose of ACEND's accreditation process and intent of the standards as stated on ACEND's website is provided.

<b>Subject</b>	Rotation Schedule	<b>No.</b>	<b>8</b>
<b>Prior Issue Date</b>	1/2019, 6/2021	<b>Issue Date</b>	6/2022

Each student will complete rotations in the same type of setting throughout the first 12 months of the program. During the second year of the program, there will be some variation in schedules based upon the order of students' placements. The sequence of rotations allows the intern to progress from introductory to demonstration of entry-level competence.

**Rotation Order**

<b>Year 1</b>	
Fall	NUTR 510P Advanced Food Service Management Supervised Practice (40 hours)
Spring	NUTR 507P Introduction to Nutrition Care Supervised Practice (40 hours) NUTR 521P Community Nutrition 1 (80 hours) NUTR 522P Community Nutrition 2 (40 hours)
<b>Summer or Year 2</b>	
Summer, Fall, or Spring (the order will vary by student)	NUTR 511P Medical Nutrition Therapy 1 (160 hours) NUTR 512P Medical Nutrition Therapy 2 (160 hours)
	NUTR 531P Advanced Nutrition Practicum 1 (300 (2022-2024 cohort)/360 (2021-2023 cohort) hours) ❖ Hours will be split between food service and community-based experience ❖ Advanced food service experience with possibility of staff relief (160/192 hours)

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	<ul style="list-style-type: none"> <li>❖ Community experience with opportunities to expand upon skills developed in NUTR 521P and NUTR 522P; completion of culminating project and possibility of staff relief (140/168 hours), depending on the semester taken</li> </ul> <p style="text-align: center;">NUTR 532P Advanced Nutrition Practicum 2 (300/360 hours)</p> <ul style="list-style-type: none"> <li>❖ Sports nutrition experience with opportunities to counsel and provide presentations for both amateur and professional athletes.</li> </ul>
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The goal is completion of all didactic requirements and supervised practice hours within 22 months. The maximum time allowed for completing all degree requirements is 36 months from the first day of the program.

<b>Subject</b>	Liability for safety in travel	<b>No.</b>	<b>9</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<p><b>POLICY:</b> Once in the program, students are required to have their own transportation to and from Supervised Practice sites and off-campus activities.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Each student is personally responsible for transportation to and from Supervised Practice sites and off-campus activities.</li> <li>• Each student is personally responsible for her/his safety in travel to and from Supervised Practice sites and off-campus activities.</li> </ul>			

<b>Subject</b>	Injury or Illness while in a Supervised Practice Facility	<b>No.</b>	<b>10</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<p><b>POLICY:</b> Students are responsible for medical treatment costs they incur as a result of illness or accident sustained at Supervised Practice sites.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• If a student suddenly becomes ill or has an accident at a Supervised Practice site, the facility may render emergency first aid.</li> <li>• The student is responsible for all costs associated with emergency first aid and any subsequent treatment.</li> </ul>			

<b>Subject</b>	Student Evaluation	<b>No.</b>	<b>11</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<p><b>POLICY:</b> MS Coordinated students are evaluated on their performance in relation to competence. Regular evaluation of student performance in both didactic courses and Supervised Practice experiences is</p>			



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completed. Additionally, students will meet regularly with faculty and preceptors to discuss assignments, and identify strengths and areas for improvement.

**PROCEDURE:**

- Standards for evaluation and grading shall be established for each course in the Program.
- Evaluation standards will be communicated to students in writing.
- Faculty and preceptors will evaluate students' performance using evaluation tools developed by MS Coordinated Program faculty.
- The preceptor and student will meet weekly (or as needed) to informally discuss the intern's performance and progress.
- Supervised Practice preceptors and/or faculty are encouraged to provide informal evaluation and feedback to students throughout each experience.
- Summative evaluation is conducted at the end of each Supervised Practice experience.
- For performance falling below acceptable (< 80%), remediation will be implemented.
- The intern is required to meet defined competency levels for graduation (see Policy #6 – Supervised Practice).
- Self-evaluation will be completed by the students at the end of each Supervised Practice course and discussed with both the preceptors and faculty supervisors.
- The original copy of the student's evaluation form will be kept by the student and a copy will be placed in the student's file.
- Evaluation strategies and grading standards will be established by the course instructor and reviewed by the CP Director.
- Evaluation strategies shall be non-discriminatory.

The following evaluation instruments will be used:

- Verification of Hours Form
- Professional Behaviors Evaluation
- Rotation Completion Form
- Student Evaluation of Supervised Practice Experience
- Preceptor End of Rotation Survey
- Competency Evaluation Forms (unique for each Supervised Practice course)

<b>Subject</b>	Program Withdrawal	<b>No.</b>	<b>12</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022

**POLICY:**

A student may withdraw from the MS Coordinated Program at any time and for any reason.

**PROCEDURE:**

- The student submits a written notification to the CP Director.
- The CP Director conducts an exit interview with the student.
- Due to the extremely limited amount of qualified and approved Supervised Practice experience sites, re-entry into the program is not possible.
- Information regarding refund of tuition and fees can be found at <https://www.siu.edu/registrar/services/registration/registration-details.shtml>.

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<b>Subject</b>	Leave of Absence		<b>No.</b>	<b>13</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2021	
<p><b>POLICY:</b>  MS Coordinated Program students must maintain continuous enrollment in the program. A student who interrupts registration without obtaining an official Leave of Absence will be withdrawn from the major. Should it become necessary for a student to take a leave of absence from the MS Coordinated Program for other than academic reasons, the student may submit a written Leave of Absence (see form in Appendix) from the MS Coordinated Program Committee. The request must predate the student's official withdrawal from the University and include the reason for the request and the length of the leave being requested (up to one year).</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Complete the Leave of Absence form at least two weeks before the start of the requested leave.</li> <li>• Contact the University Office of Academic Records and Registrar if they need to take an academic leave of absence.</li> <li>• All readmissions from the Leave of Absence will be dependent upon space available for the upcoming course sequence.</li> </ul>				

<b>Subject</b>	Criteria for Successful Completion of the Program		<b>No.</b>	<b>14</b>
<b>Prior Issue Date</b>	1/2019, 6/2022	<b>Issue Date</b>	12/2022	
<p><b>POLICY:</b> Students must successfully complete all course work and all Supervised Practice experiences in order to graduate from the program.</p> <p><b>PROCEDURE:</b> Students must complete all specific program/university requirements which include: a minimum of 60 graduate credit hours; achieve a grade of B or better in all Nutrition courses; successfully complete all supervised practice hours earning a minimum of a 3 for each competency; and successfully pass a comprehensive exit examination in final semester.</p> <p>Students must complete all coursework required for the Master of Science degree in Nutrition and Dietetics, including both the didactic courses and the Supervised Practice experiences/courses. Degree completion typically requires two academic years and one summer. Per university policy <a href="#">1F1.C</a>, coursework must be completed within a 6-year period.</p> <p>Applications for graduation are to be completed by the first day of the term in which degree requirements will be completed. Other specific guidelines regarding filing for graduation can be found on the university website: <a href="https://www.siu.edu/registrar/services/graduation/applying-for-graduation.shtml">https://www.siu.edu/registrar/services/graduation/applying-for-graduation.shtml</a>.</p>				

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<b>Subject</b>	Verification Statement Procedures		<b>No.</b>	<b>15</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022	
<b>POLICY:</b> Students will receive a Verification Statement upon successful completion of the Supervised Practice experience.				
<b>PROCEDURE:</b> After completion of degree and the required 1000+ hours of Supervised Practice, each graduate receives five original copies of a dated Verification Statement with original program director signature. The CP Director will submit the verification statement to the Commission on Dietetic Registration (CDR). CDR will notify the candidate of their eligibility to take the Registration Examination for Dietitians. The original signed and dated Verification Statement will remain on file in the Department of Applied Health indefinitely.				

<b>Subject</b>	Unsatisfactory Performance		<b>No.</b>	<b>16</b>
<b>Prior Issue Date</b>	1/2019, 6/2022	<b>Issue Date</b>	12/2022	
<b>POLICY:</b> The MS Coordinated Program has established performance standards which serve as the standard for evaluating a student’s progress towards entry-level competence as a dietitian. It is the role and responsibility of the CP Director to coach and mentor students to help them to achieve their best, and to address behaviors that are inconsistent or contradictory to these interests or the interests of the Program. It is the role and responsibility of students to understand and to demonstrate the MS Coordinated Program standards in their daily interactions with others in the workplace, including but not limited to patients, families and co-workers. Students are expected to perform in a manner consistent with the responsibilities, standards and expectations established and the policies, standards and work rules of the Program and the organization overall. When the student is consistently unable to meet the level of expected performance required to successfully complete the program, the student will be notified and provided an opportunity to correct deficiencies. If performance of the student does not improve to meet minimum competency requirements, the student will be terminated from the program.  Students must successfully complete each didactic course with a minimum final grade of a B, and be evaluated in each Supervised Practice experience as “competent”, achieving at least 75% of total competency points available for each rotation AND receiving no scores below a “3”. If at any point during a course or a supervised practice rotation (a) an instructor/preceptor has concerns that a student is not performing at an acceptable level of performance or is not progressing as expected, (b) a student receives below a “3” for any competency, and/or (c) a student is violating the Code of Ethics for the Profession of Nutrition and Dietetics, the following process will occur:				
<b>PROCEDURE:</b> 1. The instructor/preceptor will notify the CP Director immediately with their concerns. If the CP Director and instructor/preceptor agree that the student would benefit from a support plan, the student will be notified.				

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2. A meeting with the instructor/preceptor, student, and the CP Director should occur within 1 week of notifying the student to collaboratively develop specifics of the support plan.
3. At the meeting, the plan will be finalized using the Support Plan Template (see Appendices) and will be signed by the instructor/preceptor, student, and CP Director. One copy will be provided to the student and another will be placed in his/her academic file.
4. All support plans are expected to be successfully completed by the end of the current or following term, whichever makes the most sense given the timing the concern is brought forward. The student will complete and submit a self-reflection statement to finalize this process. This document will be kept in the student's academic file.
5. If the support plan is not completed within the designated time frame, the student will be required to meet with the Nutrition & Dietetics Review Panel (made up of the CP Director, a rotating NUTR faculty, and a rotating Applied Health faculty member from another accredited program (i.e. PBHE or SPPA).
6. Remedial work assigned and/or repeated Supervised Practice experiences must be completed to the satisfaction of the preceptor and/or CP Director within the agreed upon time frame before the student may proceed to the next rotation.
7. If remedial work assigned and/or repeated rotation experience is not successfully completed, demonstrating a pattern of sub-par performance, students will be advised to consider an alternative major and/or career pathway. Students will be directed to seek additional career counseling through the SIUE Career Development Center [<https://www.siue.edu/career-development-center>].
8. Students may be terminated from the Program for failure to meet and sustain required improvement in behavior and/or performance or for additional violations of policy.
9. Termination or discharge occurs when a student is terminated from the Program. This may occur as a result of a gross violation of program policy that is serious enough to warrant immediate termination. Termination may also occur in response to a student's failure to demonstrate sustained improvement.
10. All program costs are nonrefundable with early termination from the program.
11. The following will serve to summarize the types of violations, performance and behavioral concerns. It should be noted that these are general guidelines and not intended to be exhaustive or all-inclusive of violations, performance or behavioral concerns: Behavior contrary to or inconsistent with SIUE standards, poor job performance includes, but is not limited to, below standard work in quality or quantity, inappropriate behavior, dress code, department codes and fire/health regulation violations, extended lunch/break periods, absence from the department without permission, failure to report injuries and failure to use safety devices and personal protective equipment; theft, willful damage to property, inappropriate/unauthorized access, utilization or revealing confidential information, falsifying/misrepresentation of work records/collusion, conflict of interest, falsifying employment application, outside criminal activities, gross neglect of duty, involvement in illegal activities in the workplace, insubordination, sexual harassment, improper conduct toward patients, visitors, interns or supervisors, working but impaired by alcohol or illegal drugs, possession or use of alcohol or illegal drugs, and/or possession of firearms or other weapons on supervised practice property.

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<b>Subject</b>	Program Evaluation		<b>No.</b>	<b>17</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022	
<p><b>POLICY:</b>  Evaluation of the MS Coordinated Program is a continuous process. All constituencies associated with the CP provide input regarding program changes on a regular basis.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Evaluations from preceptors and students will be reviewed throughout the year.</li> <li>• Nutrition faculty will meet bi-annually (January and June) to discuss programmatic/curricular needs.</li> <li>• The annual Advisory Committee meeting will occur in the Spring of each year.</li> <li>• Surveys will be distributed to new graduates of the program, alumni, and employers in May of each year.</li> <li>• Registration examination scores of program graduates will be reviewed.</li> <li>• In June, the Program Director will compile the results of all surveys and the Advisory Committee Meeting notes; preceptor evaluations that have been collected throughout the year will be part of this review as well.</li> <li>• Upon compilation and review of all of the results of the evaluations, surveys, and meeting notes, the Program Director will present results to Nutrition Program faculty.</li> <li>• Following discussion, a final report will be created. This report will be shared with the Advisory Committee as well as at Preceptor Training, held annually in August.</li> <li>• Electronic records of evaluations, meeting minutes, and annual reports will be maintained on the university server indefinitely. Any hard copies of records will be maintained in the CP Director's office for seven years.</li> </ul>				

<b>Subject</b>	Preceptor Selection and Evaluation		<b>No.</b>	<b>18</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022	
<p><b>POLICY:</b>  Preceptors for Supervised Practice experiences are selected based on their area of expertise. The Program has a process in place to evaluate preceptors from each Supervised Practice site.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Primary preceptors are identified by various means including personal contact by the CP Director or faculty, other preceptors, and by SP site representatives.</li> <li>• The primary preceptor assigns additional preceptors at the SP site based on their expertise in specific content areas taught in the Supervised Practice.</li> <li>• The CP Director confirms preceptor credentialing by maintaining copies of current credential documents.</li> <li>• Supervised Practice sites will be evaluated by students at the end of each Supervised Practice experience via survey. Evaluation measures of practicum sites by students include the following: <ul style="list-style-type: none"> <li>○ Experiences that prepared students for entry-level practice;</li> </ul> </li> </ul>				

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- Staff knowledge and expertise;
- Staff availability;
- Clear and fair evaluation.
- Supervised Practice sites will also be reviewed informally by the instructor at site visits and/or exit interviews. Sites will be evaluated based on the following:
  - Provision of experiences and activities that allow students to complete all required assignments;
  - Guidance of students through required assignments;
  - Guidance of students toward and through staff relief;
  - Completion of evaluations required of preceptors;
  - Feedback from student survey results or immediate concerns expressed by students.
- The CP Director shares results of the Student Evaluation of Supervised Practice Experience evaluations and additional findings with preceptors.

<b>Subject</b>	Code of Ethics and Professional Conduct	<b>No.</b>	<b>19</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022

**POLICY:**

The MS Coordinated Program abides by the “Code of Ethics for the Nutrition and Dietetics Profession” (<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>).

**PROCEDURE:**

- Students will each receive a copy of and discuss the “Code of Ethics for the Nutrition and Dietetics Profession” during program orientation and again in NUTR 505 Introduction to Professional Practice.
- Students will reread and sign the Code of Ethics Acknowledgement form each semester they are in the program.
- Students, faculty, and preceptors will be expected to abide by the “Code of Ethics for the Nutrition and Dietetics Profession” at all times.
- Students, faculty, and preceptors will be expected to present themselves in a professional manner at all times.

<b>Subject</b>	Fair Labor Standards	<b>No.</b>	<b>20</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019

**POLICY:**

The training provided to the student is for the benefit of the student. The student does not displace the regular salaried employee. The student must work under close supervision of the preceptor. The student is aware that they are not entitled to wages or other compensation for the time spent in training and is not guaranteed a job at the conclusion of the program.

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<b>Subject</b>	Personal Appearance and Dress Code	<b>No.</b>	<b>21</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<p><b>POLICY:</b>            SIUE MS Coordinated Program students are expected to dress appropriately and demonstrate professional image and conduct at all times. Students must follow established dress code policies set by each Supervised Practice facility they are assigned to.</p> <p><b>PROCEDURE:</b>            The following general policies apply to all MS Coordinated Program students:</p> <ol style="list-style-type: none"> <li>1. Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors, and others the intern works with.</li> <li>2. Lab coats or scrubs can be used if required in the clinical facility.</li> <li>3. Dress is business casual. No jeans, revealing clothing, form-fitting leggings/yoga pants, short skirts, bare midriffs or athletic wear is allowed.</li> <li>4. Shoes must have closed toes and closed heels.</li> <li>5. Socks or hosiery should be worn.</li> <li>6. Hair must be clean and neat at all times.</li> <li>7. Facial hair including beards, side burns and mustaches should be clean and neatly trimmed.</li> <li>8. Due to fragrance allergies/sensitivities of patients/clients/co-workers, perfume, cologne, and other scented products are strongly discouraged.</li> <li>9. Name badges must be worn at all times when on duty.</li> <li>10. Preceptors have the right to determine if the attire worn is consistent with the image desired.</li> <li>11. During food service rotations, hair covering, minimal jewelry, and no artificial fingernails may be required.</li> </ol>			

<b>Subject</b>	Attendance and Tardiness	<b>No.</b>	<b>22</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022
<p><b>POLICY:</b>            Students are expected to complete all assigned hours including Supervised Practice experiences, classes, and scheduled meetings. Students are responsible for rescheduling missed work/time at the convenience of the preceptor from assigned Supervised Practice experience, with permission from both the preceptor and the CP Director (see Schedule Deviation Approval Form). Absences are acceptable in cases of medical necessity or unexpected emergencies. Students must immediately contact their preceptor they are currently assigned to when calling in sick. Weekends and breaks may be used to complete missed days, per Preceptor and CP Director approval. Students <b>may not</b> miss classes to complete Supervised Practice hours.</p> <p>Hours missed need to be made up as students must complete a minimum of 1000 hours of Supervised Practice. If the student does not meet their hours requirement during the semester, the student is required to note/comment why they did not complete their hours and how they plan to make them</p>			

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up. It is the responsibility of the student to ensure that all required hours for each Supervised Practice experience has been met.

Students are expected to be on time for all classes and for each Supervised Practice experience. Disregard for promptness demonstrates a lack of responsibility which will not be tolerated. Repeated tardiness will be handled individually.

**PROCEDURE:**

- Absences from assigned Supervised Practice experiences are acceptable in cases of medical necessity or unexpected emergencies. For unplanned leave, the student will call the CP Director and Supervised Practice experience preceptor at least thirty minutes prior to the start of the scheduled work day to request leave if unable to come to work. The CP Director will document the information on the student's attendance record kept in the students' personal CP file.
- The CP Director will consider requests for leave of absence on a case by case basis, considering the reason for the request and the ability of the program to accommodate the request based on staffing resources and workload. See Schedule Deviation Approval Form.
- For planned leave, the student will submit a written request as far in advance as possible. The CP Director will either deny or approve the request. The original request will be kept in the students' file. Approved leave will be documented on the student's attendance record kept in the student's file along with the original written request.
- Unapproved leave of absences are not acceptable and will be subject to disciplinary action up to and including termination from the program.
- If the student leaves the rotation site during the workday but on non-duty time (i.e. lunch), the supervising preceptor must be notified. Lunch and breaks should not exceed rotation site policy.
- If it is necessary to leave the rotation site early, the student must obtain permission from the supervising preceptor.
- Students should follow the rotation site policy on inclement weather for non-essential personnel (See Policy #24 – Inclement Weather).
- The CP Director will notify students of postponements, cancellations, or rescheduling for class days.
- Tardiness
  - If the student expects to be late, they will call both the CP Director and the current supervising preceptor to provide a reason for the tardiness and an approximate time of arrival.
  - Excessive tardiness defined as  $\geq 3$  occurrences of  $> 5$  minutes in any one-month period will be subject to corrective action up to and including termination from the program (see Policy #16 – Unsatisfactory Performance).

<b>Subject</b>	Inclement Weather	<b>No.</b>	<b>23</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b>			
Safety is of utmost importance when considering travel to Supervised Practice sites. Though students should follow the Supervised Practice site policy on inclement weather for non-essential personnel,			



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ultimately students are responsible for making decisions about travel to a Supervised Practice site in inclement weather. Time missed as a result of inclement weather must be made up, but this fact should not be considered when making travel decisions in inclement weather.

**PROCEDURE:**

- Students should use good judgment concerning attendance at Supervised Practice when the weather is inclement.
- The student may attend Supervise Practice even if SIUE cancels classes for the day.
- In the case of inclement weather that impacts the ability to travel safely to Supervised Practice sites, students must contact their preceptor and the CP Director.
- Time missed from Supervised Practice for inclement weather must be made up.

<b>Subject</b>	Vacation	<b>No.</b>	<b>24</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b> Students should not schedule vacation/trips for during the academic semesters. Attendance at classes and Supervised Practice experience hours is necessary and required. Because of the tight schedule for completing these hours, there are minimum opportunities to make up missed hours. These opportunities are reserved for hours missed due to illness and other unforeseen circumstances.			

<b>Subject</b>	Observance of Holidays	<b>No.</b>	<b>25</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b> The MS Coordinated Program follows the academic calendar. Southern Illinois University Edwardsville (SIUE) recognizes the following holidays with the associated time off: <ul style="list-style-type: none"> <li>• <b>Labor Day</b></li> <li>• <b>Thanksgiving week</b></li> <li>• <b>Winter Break (2-3 weeks)</b></li> <li>• <b>Martin Luther King Jr. Day</b></li> <li>• <b>Spring Break (1 week)</b></li> <li>• <b>Memorial Day</b></li> </ul>			
<b>PROCEDURE:</b> If the student is regularly scheduled to work on a day that falls during an observed holiday day, s/he should work with their preceptor to reschedule the time missed.			

<b>Subject</b>	Student Services	<b>No.</b>	<b>26</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b> Students in the MS Coordinated Program are matriculated and thus, are eligible to use available student support services.			

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**PROCEDURE:**

**Student Health Service**

SIUE Student Health Services provides clinic services such as care for acute illness, physical exams, STI concerns and treatment, wellness concerns, immunizations, and laboratory tests. Prescriptions may also be filled during regular pharmacy hours. The Student Health Service website can be accessed at <http://www.siu.edu/healthservice/>.

**Counseling Services**

Counseling services provides individual counseling, counseling groups, workshops, and referrals for SIUE students. Staff work to promote health and wellness, as well as to create an awareness of social and cultural differences, throughout the campus community. Additional information about Counseling Services can be found at <http://www.siu.edu/counseling/>.

**Accessible Campus Community and Equitable Student Support (ACCESS)**

Provides reasonable accommodations for diverse learners. Resources include classes and counseling related to time management and test taking. ACCESS also provides documentation and waivers for academic modifications and advocates for students with disabilities. To learn more about ACCESS, go to <http://www.siu.edu/access/>.

**Lovejoy Library**

Provides information resources and academic resources for all students, faculty, and staff, including reference services, electronic access to online databases and thousands of journals, and reciprocal services with more than 85 other academic libraries in Illinois. Students can also reserve study rooms and print at the library. The Lovejoy Library website can be found at <https://www.siu.edu/lovejoy-library/>.

**Technical Help**

Information Technology Services (ITS) provides assistance for students related to e-ID accounts, email, educational resources, and network and internet on campus. ITS also provides online and phone support for Blackboard and other instructional needs. For additional information, visit <http://www.siu.edu/its/>.

**Financial Aid**

A variety of financial aid resources are available for students including loans, scholarships, grants, and assistantships. Additional information can be found on the University's Financial Aid webpage: <https://www.siu.edu/financial-aid/>.

<b>Subject</b>	Non-Discrimination and Non-Harassment	<b>No.</b>	<b>27</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b>			
SIUE MS Coordinated Program provides a safe, inclusive, inviting environment for learning. SIUE and the MS Coordinated Program believe "...all students, faculty, staff, and guests should be able to experience an educational environment free from discrimination, and harassment." The entire Non-discrimination and Non-Harassment Policy statement is available at <a href="https://www.siu.edu/policies/2c7.shtml">https://www.siu.edu/policies/2c7.shtml</a> .			

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**PROCEDURE:**

The MS Coordinated Program follows the University’s procedures for handling discrimination and harassment complaints. Procedures for handling allegations/complaints of discrimination can be found at <https://www.siu.edu/policies/2c8.shtml>. Procedures for handling allegations/complaints of sexual harassment can be found at <https://www.siu.edu/policies/2c5.shtml>. All parties involved in a complaint investigation must take reasonable steps to maintain confidentiality and protect privacy of all involved parties.

<b>Subject</b>	HIPAA Training		<b>No.</b>	<b>28</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019	
<b>POLICY:</b>				
The importance of maintaining confidentiality and privacy of clients/patients is stressed throughout the MS Coordinated Program. Students receive HIPAA training as part of the MS Coordinated Program.				
<b>PROCEDURE:</b>				
<ul style="list-style-type: none"> <li>• Students receive HIPAA training on confidentiality and privacy at the beginning of their studies in NUTR 507 Introduction to Nutrition Care.</li> <li>• Students receive a review of their HIPAA training at the start of each Medical Nutrition Therapy Course (NUTR 511 Medical Nutrition Therapy 1 and NUTR 512 Medical Nutrition Therapy 2).</li> </ul>				

<b>Subject</b>	Filing a Complaint with ACEND		<b>No.</b>	<b>29</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6/2022	
<b>POLICY:</b>				
Complaints related to the program’s compliance with accreditation standards will be reviewed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting body for Nutrition and Dietetics.				
<b>PROCEDURE:</b>				
<ul style="list-style-type: none"> <li>• If a student or preceptor questions the compliance of SIUE’s MS Coordinated Program with the accreditation standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND), complaints should be addressed following the chain of command beginning with the faculty member/preceptor, program director, Department Chair, and Provost.</li> <li>• Concerns may be submitted directly to ACEND only after all other options with the Program and the institution have been exhausted.</li> <li>• ACEND is interested in the sustained quality and continuous improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.</li> <li>• A copy of the 2022 Standards for Coordinated Programs in Nutrition and Dietetics can be accessed by following this link: <a href="https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards">https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards</a>.</li> </ul>				

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- A copy of ACEND’s policy and procedure for submission of complaints may be obtained on the website for the Academy of Nutrition and Dietetics at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

<b>Subject</b>	Student Complaints		<b>No.</b>	<b>30</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	12/2022	
<p><b>POLICY:</b>  Students have the right to discuss freely a program or grading decision, or an issue at a Supervised Practice site without threat of retaliation. Efforts should be made to resolve issues directly with involved parties before a formal grievance is filed. Specific grievance procedures are documented in the university website at <a href="https://www.siu.edu/policies/3c3.shtml">https://www.siu.edu/policies/3c3.shtml</a>.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• If a student is unhappy with any aspect of the program, he or she is encouraged to make an appointment with the CP Director. If the student has a concern related to the CP Director, he or she is encouraged to make an appointment with the Department Chair.</li> <li>• Any problem with a faculty member, course, or grade should first be brought to the individual faculty’s attention by the student in a professional and thoughtful manner.</li> <li>• Any problem with the supervised practice facility should first be brought to the preceptor’s attention by the student in a professional and thoughtful manner.</li> <li>• If the student feels that the problem with the facility is not being solved by the preceptor, the problem should be brought to the CP Director.</li> <li>• Complaints not resolved with the CP Director should be submitted to the Department Chair.</li> <li>• Should good faith efforts to meet and resolve conflicts not resolve the matter, the student may initiate a formal grievance.</li> <li>• The CP director will maintain a record of student complaints for a period of seven years, including the resolution of complaints.</li> </ul>				

<b>Subject</b>	Selection of Supervised Practice sites		<b>No.</b>	<b>31</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019	
<p><b>POLICY:</b>  It is the policy of the SIUE MS Coordinated Program to select and evaluate facilities for Supervised Practice placement.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Selection Process: Supervised practice sites will be selected and retained based on the following characteristics: <ul style="list-style-type: none"> <li>○ Willingness and ability (time, skill set) to precept students throughout their Supervised Practice hours; ideally sites will be able to support more than one student at a time;</li> <li>○ Patient population allowing students’ learning activities in providing nutrition care for clients across a spectrum of complexity;</li> </ul> </li> </ul>				

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- Equitable treatment and evaluation of student performance;
- Upholding ethical standards and practices at the practicum site;
- Compliance with relevant accreditations (i.e. Joint Commission on Accreditation of Health Care) and codes (i.e. FDA or state food code);
- Willingness to complete an affiliation agreement between the facility and Southern Illinois University Edwardsville;
- Distance to SIUE: all sites should be within 100 miles (approximately) of SIUE; no international experiences will be provided or available. Every effort will be made to minimize the distance that students need to travel to their sites.
- **Affiliate Agreement**
  - The master affiliate agreement is reviewed and updated by SIUE’s Office of General Counsel to be submitted to the potential site.
  - Should the site have their own agreement, the CP Director, SIUE Office of General Counsel, and the site will work to come to consensus on the specifics of the agreement.
  - The potential site reviews the agreement, discusses any potential areas of conflict, signs the agreement, and returns it to the CP Director.
  - The CP Director keeps all original, signed affiliate agreements in the Affiliate Agreement File.
  - The affiliate agreement is signed and filed with the CP Director prior to any student being assigned to and beginning their rotation at that facility.
  - The agreement is valid for a 3-year time period unless otherwise indicated in the signed affiliate agreement.
  - Expiration dates for each site will be maintained on our master affiliation agreement list and monitored monthly.

<b>Subject</b>	Drug Testing	<b>No.</b>	<b>32</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019

**POLICY:**

All students in the program must submit to and provide documentation of toxicology screens at required times. Substances included in the testing are identified for students. In the event that a student does not pass a drug screen, treatment is required. Additional consequences include suspension or dismissal from the program.

**PROCEDURE:**

- Students must submit to body fluid toxicology screens (drug screens) at a time or times required by the program.
- This drug screening may include testing for the following substances: cannabinoids, cocaine, opiates, phencyclidine, amphetamines, barbiturates, and benzodiazepines.
- Students will give the screening site a list of any medications they are taking. The laboratory will confirm any positive drug screen results.
- Students will be responsible for the cost of the screening and any further testing to confirm positive screen results.
- If the student has a confirmed positive drug screen, the student will:

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- Be unable to complete supervised practice experiences that academic year and will be considered suspended from the program;
- Be required to enter a drug treatment program as soon as possible;
- Be required to complete a drug treatment program. Upon request, SIUE Counseling Services will provide a referral list of local programs;
- Provide verification to the CP Director that treatment has been successfully completed prior to returning to the program;
- Be eligible to enter a specific Supervised Practice experience when it is offered in the regular course offerings. This is contingent upon proof of successful completion of the drug treatment program, negative drug screen results obtained immediately before re-entering the program, and availability of Supervised Practice sites. Only the most current drug screen results will be reported to the Supervised Practice site.
- In the case of a student who reenters the Program, as a condition of remaining in the Program, the student must:
  - Work with the CP Director to develop a contract for monitoring his/her progress;
  - Begin or continue activities prescribed by the treatment center; and
  - Agree to random drug testing at a certified laboratory at his/her own expense.
- The student is responsible for paying all costs associated with these requirements.
- If the student has a positive drug screen after re-entering the program, s/he will be dismissed from the Program.

<b>Subject</b>	Criminal Background Clearance	<b>No.</b>	<b>33</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b>			
All students must submit to and provide documentation of federal and state clearances at required times. If a student has an existing criminal background, it is the student’s responsibility to find out if her/his background will prohibit registration and/or state licensure. If a student has a criminal background and no Supervised Practice site will accept the student because of that criminal background, the student may be dismissed from the program.			
<b>PROCEDURE:</b>			
<ul style="list-style-type: none"> <li>● Student placement in a supervised practice site assumes that the applicant possess good moral character and the ability to successfully pass the rigors of a background investigation and criminal background check.</li> <li>● Once accepted into the program, students are required to provide documentation of clearances at specified times before they can begin Supervised Practice.</li> <li>● Detailed written directions on specific clearances required, and where, when and how to complete these clearances are provided to students once accepted into the MS Coordinated Program.</li> <li>● Students must show the CP Director all original reports and provide a copy of each report for the student’s file.</li> <li>● The student is responsible for paying all costs associated with these requirements.</li> <li>● If a student has an existing criminal record, they should discuss their situation with legal counsel before applying to the Program.</li> </ul>			

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- If, based upon the results of a criminal background check, the Supervised Practice site determines that it would not be in their best interest to have the student at their site, they have the right to not accept the student. If no other Supervised Practice site will accept the student based on their criminal background check, the student will be dismissed from the Program.

<b>Subject</b>	Cell Phone Usage	<b>No.</b>	<b>34</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b> Use of cell phones, iPods, iPads or other electronic devices is prohibited while students are in class or working at their Supervised Practice sites. Individual faculty and preceptors may allow respectful use of electronic devices for work-related issues only. The student should obtain approval from the faculty/preceptor before using any electronic device.			

<b>Subject</b>	Access to Personal Files	<b>No.</b>	<b>35</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	1/2019
<b>POLICY:</b> Files of student progress and required documents shall be confidentially maintained by the CP Director (for current and past classes for seven years) in secured computer files and a locked office when not in use. SIUE MS Coordinated Program students have the right to review their personal file upon request. However, no files are to be taken out of the Department of Applied Health office suite.			
<b>PROCEDURE:</b>			
<ul style="list-style-type: none"> <li>• The student shall have access to her/his file by requesting, in writing, an appointment with the CP Director to view the file.</li> <li>• The CP Director provides the file to the student in a confidential area.</li> <li>• The CP Director is present with the student while they review their file.</li> <li>• The student returns the file in its entirety to the CP Director.</li> <li>• After graduation, copies of material submitted to CDR on graduates' behalf as well as original verification statement will be kept on file indefinitely.</li> </ul>			

<b>Subject</b>	Protection of Privacy	<b>No.</b>	<b>36</b>
<b>Prior Issue Date</b>	1/2019	<b>Issue Date</b>	6.2022
<b>POLICY:</b> In cases of information requests from Supervised Practice sites that may not fit within the Family Educational Rights and Privacy Act (FERPA) policy, students are responsible for deciding to provide that information as appropriate.			
<b>PROCEDURE:</b>			
<ul style="list-style-type: none"> <li>• In some cases, an affiliation agreement may specify or a facility may request information relating to intern's physical examination or social security number. The CP Director will bring</li> </ul>			

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these requests to the student's attention and the students will be responsible for providing this information to the facility's designated person directly.

- Additional information pertaining to FERPA and University policy protecting student education records is available from the Office of the Registrar at <https://www.siu.edu/registrar/services/student-records/privacy.shtml>.

<b>Subject</b>	Online Testing Honor Code		<b>No.</b>	<b>37</b>
<b>Prior Issue Date</b>	6/2019	<b>Issue Date</b>	6/2022	
<b>POLICY:</b>				
<p>Mechanisms are in place to gather personal information (address, phone number, etc.) during the application and admissions processes that allows for the periodic verification of a student's identity by University administrators, support personnel, and faculty members. Each SIUE user is assigned a unique e-ID that is used to access the University's learning management, student information, and email systems, among others. Users are required to preserve their unique e-ID account information by using a keycode that is mailed to the student's address on file with the University. As an added measure of security, users are required to change their account password every 365 days. If a user requires assistance with their e-ID, ITS and third party support personnel can only provide assistance to users calling from an approved phone number on file with the University. These processes are utilized for student authentication for online as well as traditional, on-campus students.</p> <p>Students found violating this honor code will be subject to disciplinary action as described in the SIUE Student Academic Code [<a href="http://www.siu.edu/policies/3c2.shtml">http://www.siu.edu/policies/3c2.shtml</a>].</p>				

<b>Subject</b>	Accountability and Responsibility in Remote Work		<b>No.</b>	<b>38</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	8/2021	
<b>POLICY:</b>				
<p>For rotations with Remote Work hours, an appropriate level of communication between the preceptor and the student intern must be determined. This will help to assure that students are learning and progressing adequately through the rotation and the program.</p>				
<b>PROCEDURE:</b>				
<ul style="list-style-type: none"> <li>• Availability of a Remote Working arrangement is at the discretion of the preceptor. Preceptors may permit such an arrangement as they deem appropriate; students should not request to work remotely without previous indication of such an arrangement by the preceptor(s).</li> <li>• Students should account for hours spent on rotation-related activities/tasks/projects honestly in order to accurately account for rotation hours.</li> <li>• Preceptor and student intern should set up regular check-ins. The frequency of check-ins is at the discretion of the preceptor.</li> <li>• Preceptor and student intern should work together to determine and agree upon what can reasonably be accomplished between check-ins.</li> </ul>				



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- Check-ins should include evidence of what was accomplished since the previous check-in.
- Preceptors should bring concerns to CP Director as needed.
- Optional – per preceptor’s discretion
  - Students will document activities/tasks/projects worked on each day.
  - Students will document time spent each day on individual tasks/projects.

<b>Subject</b>	Onsite (in-person) Requirements for Major Rotations	<b>No.</b>	<b>39</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	6/2022

**POLICY:**

For major rotations, 51% or more of the hours must be completed onsite (in-person).

**PROCEDURE:**

- The CP Director will discuss the requirement that 51% or more of major rotations need to be completed onsite (in-person) at the time the Affiliation Agreement is completed. For sites with existing agreements, see the next point.
- Prior to setting up individual rotations, the CP director will discuss/reiterate the policy with site supervisor and/or preceptor(s).
- Major rotations include:
  - NUTR 511P Medical Nutrition Therapy 1 SP
  - NUTR 512P Medical Nutrition Therapy 2 SP
  - NUTR 532P Advanced Nutrition Practicum (Sports Nutrition)
- Students must document and track onsite (in-person) and virtual hours, and are responsible for assuring that they are not violating this policy.

<b>Subject</b>	Technology Requirements	<b>No.</b>	<b>40</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	12/2022

**POLICY:**

At a minimum, students will need the following software/hardware to participate in this course:

- Computer with an updated operating system (e.g. Windows, Mac, Linux)
- Updated Internet browsers ([Apple Safari](#), [Google Chrome](#), [Mozilla Firefox](#)). See [Blackboard's Browser Checker page](#) to see if your browser and operating system are compatible with Blackboard.
- DSL or Cable Internet connection or a connection speed no less than 6 Mbps.
- Media player such as, QuickTime or Windows Media Player.
- [Adobe Reader or alternative PDF reader](#) (free)
- Microsoft Office, or the ability to convert your work into a compatible format (i.e. I am unable to open Apple pages documents)

**PROCEDURE:**

Students should be able to:

- Use MS Word (or similar), to compose assignments and communicate with others in class
- Attach files to emails or course areas

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- Navigate websites and course materials
- Reach out to tech support staff when issues arise and troubleshoot to resolve problems. Contact [Technical Support](#) for further information.

<b>Subject</b>	Supervised Practice Competency Scoring	<b>No.</b>	<b>41</b>
<b>Prior Issue Date</b>		<b>Issue Date</b>	12/2022

**POLICY:**

- Students are evaluated by their preceptor(s) in each supervised practice experience. Each student will be evaluated independently using the scale described below (also included on each competency form). It is expected that throughout each rotation, students will demonstrate increased initiative, and improved practical and independent performance.

**PROCEDURE:**  
 Competencies are evaluated using the following Scoring Key:

(5) Excellent: Always applies self, integrates materials, and applies concepts. Skill is consistent and well-developed. Student can modify their own behavior as needed and is an independent problem-solver. Supervisor serves as consultant in areas where student has less experience; provides guidance on ideas initiated by the student (Skill is present > 90% of the time).

(4) Good: Applies self, generally integrates materials, and/or applies concepts. Skill is developed/implemented most of the time and though may need continued refinement or consistency. Student is aware and can modify behavior during practice and can self-evaluate. Problem-solving is independent. Supervisor acts as a collaborator to plan and suggest possible alternatives (skill is present 80-90% of the time).

(3) Adequate: Applies self and knows basic materials as required. Skill is present yet needs further development, refinement, or consistency. Student is aware of need to modify behavior, but does not consistently do this with independence. Supervisor provides monitoring and feedback as needed; focuses on increasing student’s critical thinking on how/when to improve skill (skill is present 60-80% of the time).

(2) Poor: Vaguely applies self and/or does not clearly grasp basic material. Skill is emerging, but is inconsistent or inadequate. Student shows awareness of need to change behavior with supervisor input. Supervisor frequently provides instructions and support for all aspects of practice (skill is present 30-60% of the time).

(1) Unacceptable: Unprepared and/or unable to understand basic material. Skill not evident most of the time. Student requires direct instruction to modify behavior and is unaware of need to change. Supervisor must model behavior and implement the skill required for client to receive optional care. Supervisor provides numerous instructions and frequent modeling (skill is present < 30% of the time).

# Appendix

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**Schedule Change Approval Form**

Name: \_\_\_\_\_

To request any schedule changes or arrange for make-up time, complete this form.

1. Present schedule:      Date: \_\_\_\_\_                      Hours: \_\_\_\_\_
2. Proposed schedule:      Date: \_\_\_\_\_                      Hours: \_\_\_\_\_
3. Reason for request:

4.      Approved      \_\_\_\_\_
- Rejected      \_\_\_\_\_

Primary preceptor's  
Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

If approved by the primary preceptor, submit this form to the CP Director for final approval.

5.      Approved      \_\_\_\_\_
- Rejected      \_\_\_\_\_

CP Director's  
Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

6. Reason for rejection:

When make-up time is completed, primary preceptor is to verify this by signing below. Return to CP Director.

Primary preceptor's  
Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

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**LEAVE OF ABSENCE REQUEST**

**Instructions:**

Please complete the following request for a leave of absence. Once completed, the request form should be e-mailed to the Coordinated Program (CP) Director. The CP Director will petition the MS Faculty Committee to approve or deny the leave. The CP Director will inform the student of the decision of the Committee within 2 weeks of receiving the request.

1. Briefly discuss your rationale for requesting a leave of absence at this time.
  
2. Briefly discuss how you plan to continue your MS Coordinated Program in Nutrition and Dietetics studies. Please include how you will address any issues that have led to your leave and what you will do to ensure that you will position yourself to successfully complete the MS Coordinated Program in Nutrition and Dietetics.

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Program Director \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The leave of absence can only be granted once for a period of up to a year. After the leave expires, students who wish to continue their MS Coordinated Program in Nutrition and Dietetics studies must re-apply for admission.

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**Academic Support Plan Template**

**Student Name:**

**Course:**

**Instructor/Preceptor:**

**Semester:**

**Date of Meeting:**

**Purpose:** The purpose of this document is to outline academic remediation procedures. This plan serves as both documentation of the meeting between the instructor/preceptor, the student, and the CP Director as well as a plan for remediation of skills.

Consistent with the procedures outlined in the Nutrition and Dietetics Program Handbook & Policies and Procedures Manual, a support plan is being initiated because performance on KRDN(s) or CRDN(s) \_\_\_\_\_ evaluated on \_\_\_\_\_ (date) was below a “3” or raised instructor/preceptor concern.

**Areas of strengths:**

- This section completed by the instructor/preceptor and student.

**Areas of concerns:**

- This section completed by the instructor/preceptor and student.

**Goal(s) of support plan (as associated with course objectives and KRDNs/CRDNs)**

- This section completed by the instructor/preceptor and student.

**Short-term objective(s):**

- List short-term objectives

**Steps/approaches instructor/preceptor will take to assist student in meeting goal(s):**

- This section completed by the instructor/preceptor.

**Steps/approaches student will take to work toward meeting goals/objectives:**

- This section completed by the student.

**Timeline (including date) to complete remediation:**

**Expected outcome of remediation:**

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This support plan has been reviewed thoroughly, with all content discussed and consensus reached for any revisions included in this final draft. Regular meetings will be held to discuss and monitor progress toward goals, as needed.

\_\_\_\_\_  
Instructor/preceptor

\_\_\_\_\_  
CP Director

\_\_\_\_\_  
Student

**Follow-up:**

\_\_\_\_\_ Student successfully completed support plan on \_\_\_\_\_ (date)

\_\_\_\_\_ Student is to complete and submit reflection to instructor by \_\_\_\_\_ (date)

Student reflection to address the following:

- What was most helpful from the remediation process in helping you achieve your goals?
- How will this remediation process help you to be successful in the future?

OR

\_\_\_\_\_ Student did not successfully complete the support plan. Date: \_\_\_\_\_

- Subsequent support plan was initiated on \_\_\_\_\_ (date), OR
- Removal from experience on \_\_\_\_\_ (date)